



Spelman College
Employee Handbook

802 Recycling and Regulated Waste Disposal

Spelman supports environmental awareness by encouraging recycling and regulated waste management in its business practices and operating procedures. This support includes a commitment to the purchase, use, and disposal of products and materials in a manner that will best utilize natural resources and minimize any negative impact on the earth's environment.

Many of the items we discard fall into regulated waste or recyclable categories and need to be separated. When disposing of all waste Spelman employees are encouraged to make recycling the first choice and trash cans the second choice.

GENERAL WASTE

Special recycling containers have been set up to promote the separation and collection of the following recyclable materials at Spelman:

The following items can be placed in our recycling containers:

- Mixed Paper, Newspapers, Magazines, Brochures, Paper Binder Dividers, Bond Stock
- Letterhead/Forms, Manila Cards, Writing Paper, Drawing Paper, Drawing on Note Paper
- Printed or Typed Report, Used Files, Photocopy Paper & Wrappers, Computer Printouts (No Carbon)
- Envelopes (with windows are acceptable), Index Card/Sheets, Invoices, Register Rolls, Wrapping Paper
- Cardboard Boxes, Phone Books, Plastic Containers, Aluminum Cans, Steel Cans

The following items cannot be placed in our recycling containers:

- Foil Wrappers, Carbon Paper, Food Scraps/Wrappers, Typewriter Ribbons,
- Polystyrene Cups, Sticky Tape, Adhesive Labels, Facial Tissues, Paper Towels,
- Cellophane, Rubber Bands, Metal Binder Fasteners, Dead Flowers, Waxed Cardboard Boxes

SECURE DOCUMENT DESTRUCTION

Spelman College seeks to ensure the integrity of its information assets. To support this effort the College provides secure (locked) consoles in designated areas to reduce the liability of exposure caused by unauthorized access to its confidential information.

Confidential documents are collected by authorized trained personnel of the document destruction company on a scheduled pick up date and the documents are shredded off site at a secure facility that meets applicable state and local codes. Shredded documents are bailed and transported to recycle companies throughout the United States. The College receives a certificate of destruction when documents are removed and shredded

For additional information on this program or to obtain a copy of an educational certificate of destruction of the secure destruction process, contact the Office of Administrative Services.



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The following material can be placed in the consoles:

- Any clean paper, any color
- Staples, paper clips, rubber bands and small binders
- File folders, any color
- Spelman College receives a Certificate of Destruction when documents are removed and shredded.

Regulated Waste Disposal

Other items fall into regulated waste streams and have special handling requirements. Universal, Hazardous, and Biomedical waste are a few regulated waste categories we encounter here at Spelman College.

Universal waste include televisions, computers, printers, computer related electronic devices or cables and other electronic devices as well as batteries, fluorescent lamps, mercury thermostats, and other mercury containing equipment. **Universal Wastes may not be disposed of in the trash.** Upon determination that an item is no longer useful, please contact the appropriate department for removal of your universal waste. For proper disposal assistance, please contact Facilities Management and Services at 5440 ([non computer related items](#)) or Media and Information Technology [at 5400 \(computers and computer accessories\)](#).

Hazardous waste include chemicals, paints, dyes, oils and fixatives that if improperly managed or disposed of, may pose substantial hazards to human health and the environment.

Biomedical waste consists of solids, liquids, sharps, and laboratory waste that are potentially infectious or dangerous and are considered biowaste. For disposal of Hazardous or Biomedical Waste please contact the Office of Environmental Health and Safety at 5709.

The simple act of placing a piece of paper, can, or bottle in a recycling container is the first step in reducing demand on the earth's limited resources. Success of this program depends on active participation by all of us. Employees are encouraged to make a commitment to recycle and be a part of this solution.

Whenever possible, employees of Spelman are encouraged to purchase products for the workplace that contain recycled or easily recyclable materials. Buying recycled products supports recycling and increases the markets for recyclable materials.

By recycling, Spelman is helping to solve trash disposal and control problems facing all of us today. If you have any questions or new ideas and suggestions for the recycling program contact please contact Facilities Management & Services.